



## **Mailing Original** **Photos**

One in seven children in the NCMEC's photo distribution program are recovered as a result of someone recognizing their photograph. The photograph(s) that you will send us will play an important role in the recovery of your missing child(ren).

Many times the photographs that we receive are not the best quality, therefore please use the following tips in choosing the best photos possible:

- All photographs must be **originals** (school photographs work the best). Please be advised that color photocopies, black and white photocopies, computer printouts, newspaper clips, magazine and year book prints are not originals and they do not reproduce well. Sending the **original** photo will ensure that the images appearing on the photos are the best quality that they can be.
- When a school photograph is not available, please try to find a good photograph where you can see the features of the child's face clearly—eyes, teeth, ears, etc. The larger the face of your child appears in the photograph, the better.
- If more than one person appears on the same photograph with the child, please do not circle their face or draw arrows to pinpoint the child. It is not recommended to write on either side of the pictures as it may damage the photograph(s). Cutting the photographs around the child's face is not recommended either since you may also damage the photo permanently. Instead, you may want to put a note with the photo(s) indicating which one is the child (i.e., third one from the left, the one with the red shirt).
- When you are ready to mail us the **original** photographs, please don't staple, tape, glue or use paperclips to attach them to the papers. Such items are irreversible damages to the photos. To best preserve the photographs, place them inside a smaller envelope (you could even use these smaller envelopes to write additional or descriptive information about the child). Perhaps, you may want to insert a piece of cardboard inside the envelope to avoid folding and wrinkling during transit.
- Although technology has enabled us to receive photographs via e-mail, many people aren't fully familiar with all the latest technology and its terminology. Even if you send your photo via e-mail, we still require for everyone to send their photos in, simply because original photographs produce the best posters.
- Mail the photo(s) to either:

**Massachusetts State Police**  
**Massachusetts Missing Children Clearinghouse**  
**Commonwealth Fusion Center**  
**124 Acton Street**  
**Maynard, MA 01754**  
**Phone: (978) 451-3728**  
**E-mail: [missing.kids@pol.state.ma.us](mailto:missing.kids@pol.state.ma.us)**  
**Website: [www.mass.gov/missingchildren](http://www.mass.gov/missingchildren)**